

EXIT CHECK LIST and EXIT CLEANING REQUIREMENTS

For Bond Refund Inspection (Furnished and Unfurnished Shared Accommodation)



Address: _____

Checklist Completed By: _____

Forwarding Address: _____

Exit Cleaning

Area	Instructions	Completed	Inspected
Carpets	Thorough vacuum of all carpets. Make sure underneath furniture and beds is vacuumed. If there are any carpet stains, they must be removed by professional carpet cleaners. We recommend Elite Carpet Cleaning – contact 0800 438 354. www.getelite.co.nz		
Walls	All walls clean of any marks. All skirting boards cleaned and dusted, marks removed. All light switches and sockets cleaned and marks removed. All door frames cleaned and marks removed. If you cannot remove the marks, note it on the maintenance column attached.		
Ceilings	Marks and cobwebs cleaned and removed. Ceiling air vents vacuumed and cleaned.		
Windows	Clean all windows inside and out. Window glass cleaned and streak-free. Clean window sills, window tracks and door tracks.		
Blinds and Curtains	Clean and wipe all blinds. Wash and iron curtains and re-hang.		
Furniture (if applicable)	Move all cushions and vacuum out all crumbs and debris. Any stains or marks that cannot be removed to be reported in the maintenance column.		
Kitchen	<ul style="list-style-type: none">Cupboards emptied of food and personal items and cleaned inside.Pantry surfaces cleaned inside and out. Exterior surfaces polished as for cupboards.Fridge space emptied of food and personal items and cleaned inside.		
Bedrooms	Beds to be stripped, all linen washed and ironed or dry-cleaned and the beds re-made. Any dirty linen left behind will be sent out to be laundered and charged to the tenant. Cabinets cleaned inside and out, and behind. Wardrobes vacuumed and shelves wet-wiped. Wardrobe doors cleaned inside and out – remove all fingerprints and marks. Sliding door tracks wiped and vacuumed out. All door frames cleaned and marks removed. Spare blankets, sheets, pillowcases to be folded neatly and placed on the top shelf of the wardrobes where applicable.		

MAINTENANCE REPORT	

Inspected by : _____

Date Inspected: _____

Linen to be
laundered
count:

Top Sheets	
Sheets	
Single sheets	
Cot sheets	
Pillow Cases	
Face Washers	
Towels	
Hand towels	
Bathmats	
Duvet Cover	
Mattress Protector	